

TOWN OF GEORGETOWN - PLANNING COMMISSION

Meeting Minutes March 15, 2017

ATTENDANCE

Commissioners

Gary Tonge
Linda Dennis
John Painter
Penuel Barrett
Michael Barlow

Staff

Jocelyn Godwin, Planning
Tim Willard, Solicitor
Jamie Craddock, Planning

1. CALL MEETING TO ORDER

Commission Chairman Tonge called the meeting to order in the Town Hall at 6:00 p.m.

2. Introduction of new Commissioners

Penuel Barrett and Mike Barlow were introduced as the newest members.

3. Election of Commission Chair

Commissioner Dennis moved, seconded by Commissioner Barlow, to nominate Commissioner Tonge as Chairman. APPROVED (UNANIMOUS)

4. Election of Commission Vice Chair

Commissioner Dennis moved, seconded by Commissioner Barlow, to nominate Commissioner Painter as Vice Chairman. APPROVED (UNANIMOUS)

5. APPROVAL OF FEBRUARY 15, 2017 MEETING MINUTES

Commissioner Dennis moved, seconded by Commissioner Painter, to approve the February 15, 2017 regular meeting minutes as presented. APPROVED (UNANIMOUS)

6. PUBLIC HEARING ORDINANCE -

Revision to §230-200 Planning Commission

~~Revision to §230-178 Creation; membership; hearings (removed 3/2/2017)~~

Revision to §230-179 Procedures

Mrs. Godwin presented the proposed ordinance revisions as provided to §230-200.B.1. allowing one member of the Planning Commission to be a non-resident should they meet the conditions listed and to §230-179.A. regarding Board of Adjustment procedures removing the last sentence of the paragraph, which offered the transmitting of a copy of an application to the Planning Commission for recommendation.

Revision to §230-200

The Commission discussed the reasoning for the changes. Comments for the revision included the need to open up the recruitment process to allow a larger pool of potential applicants for open positions and the option of a different perspective from a broader spectrum. Concerns were expressed that the Town should step up recruitment efforts and maintain the level of interest and commitment of resident members with input regarding the future of the town. Lewes was offered as an example of another municipality who allows out of town members.

Chairman Tonge opened up the public hearing. No one in attendance provided comment either for or against the ordinance revision. Mrs. Godwin confirmed that no correspondence had been received either for or against the revision.

Commissioner Painter moved, seconded by Commissioner Barrett, to recommend Town Council APPROVE the revision. APPROVED (Yeas – 3, Nay - 2)

Roll call vote:

Commissioner Barlow – No, business interest does not correspond with citizen interest in the Town

Commissioner Painter – Yes, for the reasons previously articulated

Commissioner Dennis – No, the Town has not done enough to get interested and qualified people from the Town to become part of these various committees, revision is not necessary

Commissioner Barrett – Yes, it will create more interest in the positions and Mayor and Council will make the final selection

Chairman Tonge – Yes for the reasons previously stated, yet he hopes they never have to go outside of the Town.

Revision to §230-179

The revision was due to potential conflict between recommendations by the Commission based on planning principles versus the guidelines of how the Board of Adjustment bases their decision on the information presented at their hearing by the applicant. Current process requires an extra meeting for an applicant. No other Towns are known to have the same process.

No one in attendance provided comment either for or against the proposed change to the code. Mrs. Godwin confirmed that no correspondence had been received either for or against.

Commissioner Barlow moved, seconded by Commissioner Dennis, to recommend Town Council APPROVE the revision. APPROVED (UNANIMOUS)

Roll call vote:

Commissioner Barlow – Yes, makes sense to rationalize our policies with other jurisdictions

Commissioner Painter – Yes, for the reasons stated previously

Commissioner Dennis – Yes, for simplification and it makes more sense

Commissioner Barrett - Yes

Chairman Tonge – Yes, for the reasons stated

**7. PUBLIC HEARING: Conditional Use Application
CASE #2017-01 Xergy Inc.**

An application by Bamdad Bahar with Xergy Inc., for a conditional use to allow an engineering services company to conduct research and development on advanced components for home appliances. The property is located at 310 North Race Street, identified as Sussex County Tax Map ID 135-14.20-110.00, zoned Urban Business (UB1).

Mr. Willard informed the Commission of the considerations with a Conditional Use application.

The application was presented by Christine Adkins, General Manager of Service General, in the absence of Bamdad Bahar as he was unable to attend. The applicant had a previous approval for conditional use on the property, which expired at the time his business vacated the use on the property. Xergy would like to return to the location. A letter was presented to the Commission from Bamdad Bahar.

Two engineers, Jacob Zerby and Ron Mills, were in attendance for technical questions. Xergy receives grants for research and development, from GE and the Department of Energy. Xergy makes compressors for refrigerators that utilize green technology. The work has been over the past 8 or 9 years.

There are 18 employees, 15 full-time and 3 part-time. The front of the building will be reception and offices, the machine shop will be in the back. Initial improvements to the building will be repairs to the metal roof and siding (approx. \$5,000).

The business was moved thinking they would be progressing to manufacture sooner and would need more space. The space is not needed.

Concerns were expressed by the Commission on the disrepair of the property.

Chairman Tonge asked for public comment. No one spoke either for or against the application. Mrs. Godwin confirmed that no correspondence had been received either for or against.

Commissioner Barlow moved, seconded by Commissioner Painter, to recommend the Town Council APPROVE the application contingent upon the following conditions:

- 1. Hours of operation will be limited to Monday through Friday from 7 am until 7 pm.**
- 2. No discharge of any manufacturing processes into the sewer system.**
- 3. Sign will be limited to 12 sq. ft.**
- 4. No noxious fumes or toxic chemicals.**
- 5. No offensive noise, vibration, dust, heat, smoke, odor, glare or other offensive influence created from the use.**
- 6. Water usage will be limited to one EDU, must renegotiate with the Town if beyond that usage.**
- 7. Outside storage must be screened from the street and adjacent properties limited to 500 sq. ft.**
- 8. The exterior appearance of the main structure and the shack on the corner need to be brought up to code within 90 days.**
- 9. Drainage issues are to be resolved.**
- 10. Landscaping is to be upgraded.**

APPROVED (Yeas – 4, Nays - 1)

Roll call vote:

Commissioner Barlow – Yes, based on applicants fulfillment of conditions that have been specified

Commissioner Painter – Yes, based on what was presented

Commissioner Dennis – Yes, contingent upon the compliance with the conditions that will be attached to the approval

Commissioner Barrett – No, not enough information was provided

Chairman Tonge - Yes, contingent on the conditions being met, seeing the building and property be cleaned up and used and some good jobs coming to Georgetown

8. DISCUSSION: Proposed Parking Ordinance

Mrs. Godwin highlighted the proposed changes and requested input from the Commission in order to move forward with an official ordinance. Commissioners expressed concern with not requiring enough visitor parking for residential communities, especially where there is no off street parking. May want to consider reviewing parking requirements for each site plan to ensure adequate parking is addressed. Existing parking issues through Town were discussed including the lack of parking for an existing nursing home.

Mrs. Godwin stated a review of the subdivision code and street width requirements would be done.

Commissioner Dennis expressed concern with the need for more parking for group/transitional homes in order to accommodate parking for staff. Mrs. Godwin will provide additional documentation to support existing requirements. A legal review of the proposed changes has not been completed.

Mrs. Godwin explained the new "in lieu of parking fee". Intent is for Downtown businesses with little parking available. Goal is to one day have a parking facility to alleviate parking issues.

Parking space size reductions were discussed. Sussex County, local municipalities and the National requirements have also been reduced. Alternative paving solutions, compact car spaces, and bicycle parking have also been added. All parking spaces are required to be paved. Pictures have also been added to help clarify requirements. The Town Manager will be authorized to reduce up to (1) loading space. More detail for ADA parking standards (according to State updates). Definitions have been added and cleaned up.

Discussion was held regarding signage along the Circle for 30 minute parking. Signage should be provided with time frame of 30 minute parking. Discussion was also held regarding required handicap spaces in front of Town Hall.

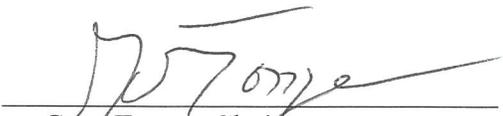
9. Planning Department Report

Mrs. Godwin informed the Commission of Planning training being offered by the University of Delaware IPA to be held on March 24th. Boulevard Ford has submitted plans for a storage lot on Bridgeville Road and North Bedford Street. Village of College Park has submitted for approval of the conversion from 22 duplex units to 11 single family dwelling units. The Shops at College Park Outpads have been submitted for final site plan review. The Sun Behavioral Health building permit has been issued.

10. ADJOURNMENT

Commissioner Dennis moved, seconded by Commissioner Painter, to adjourn the meeting at 7:47 p.m. **APPROVED** (UNANIMOUS)

APPROVED:



Gary Tonge, Chairperson

ATTEST:



Jocelyn Godwin, Planning